

## Birth Certificate

Birth records for individuals born in New Hampshire are available through the city or town clerk's office which the event occurred or from the New Hampshire Bureau of Vital Records. If an individual was born after 1982, the birth certificate can be obtained from any town or city clerk in New Hampshire.

An individual born in Exeter and members of the immediate family can obtain copies of his/her birth certificate by coming to the Exeter Town Clerk's office located at 10 Front Street.

### Confidentiality

Birth records are considered private and confidential, with access limited to those individuals who have a "direct and tangible" interest in the record. The only exception is birth records more than 100 years old which are considered public and are opened to the public.

Copies of birth records may only be obtained by the registrant, a member of his/her immediate family, guardian, or a representative with a "direct and tangible interest" such as an attorney, physician, funeral director or other authorized representative acting on behalf of the registrant. . In order to determine if the "legal representative" may have access to the record, the direct and tangible interest must be listed in any written correspondence with a copy of such legal document being provided.

Definition of immediate family: mother, father, son, daughter, brother, sister, husband, wife, grandfather, grandmother, grandson, granddaughter, great-grandmother, great-grandfather, nephew, niece or any spouse of divorced or legally separated person or person whose former marriage has been annulled. It shall not include cousins.

### Penalty

Any person shall be guilty of a Class B Felony if he/she willfully and knowingly makes any false statement in an application for a certified copy of a vital record ([RSA 126:24](#))

### Fees

The fees for a certified birth certificate is \$15.00 for the first copy and \$10.00 for each additional copy requested at the same time for the same record. Please make check or money order payable to the Exeter Town Clerk.

### Applying for a Certified Copy of a Birth Certificate

All individuals requesting a certified copy of a record ([RSA 5-C:102, VI](#)) must present positive identification including, but not limited to, a driver's license, passport or other picture identification or in the absence of acceptable picture identification shall complete the form Documentation Evidence for Individuals Not Possessing An Acceptable Picture Identification. See Supporting Documents at the bottom of the page.

**In Person** - You may come down to the Office of the Town Clerk, 10 Front Street, on Monday-Friday from 8:15 a.m. to 4:00 p.m. You will need to provide positive identification and complete a request form. Can't make it to Town Clerks Office by 4:00 p.m.? We also offer an online service.

**By Mail** - You may complete the online application Request for Birth Certificate form and send with proper payment and a copy of your drivers license or picture ID to the Exeter Town Clerk's Office at 10 Front Street, Exeter NH 03833. A self-addressed return envelope with the appropriate postage affixed is required to process all mail requests.

**On Line** - Please see [Pay On Line](#)

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If the record is not found, the office will retain the \$15.00 for each record requested and notify you that the record was not found.

The State of NH requires a copy of a valid picture identification for the individual applying for the birth certificate before a record will be released.

### Amending a Birth Certificate

Sometimes a person may find that the information on the official birth record is not correct or information is missing. If this is the case, it is possible to have the official record corrected or information added. There is a fee of \$10.00 for any correction to a birth record if the correction is not done within 14 days of the file date and it must be done in person in the town or city in which the birth occurred.

There are special forms that need to be completed and you may be required to provide additional documentation in order to correct the record. Please contact the Exeter Town Clerk at (603) 778-0591 x 403 or by email [akohler \[at\] exeternh \[dot\] gov](mailto:akohler@exeternh.gov) with any questions you may have regarding amending a birth record.

### Supporting Documents



[Birth Certificate Request Form](#)



[Documentation Evidence for Individuals Not Possessing a Picture ID](#)

### Web Links

[RSA 126:24 Pay On Line RSA 5-C:102 IV](#)

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